Castlefrank Elementary School

School Council Meeting (and Election)

September 30th, 2014

Welcome to the 2014/2015 school year!

**Attendance:** Carol Mothersill, Kim D’Angelo, Glenn Neil, Amy France, Ron Henry, Ralph Quapp, Stephanie Nasmith, Chris Brown, Deirdre Mander, Heather Duncan, Jen Christopher, Megan Venner, Sheila Ball, Natasha Smith, Kama Hutchence, Sara Fitzgerald, Darrel Klerks, Josh Kemp

**Meeting called to order** at 7pm

**Approval of Agenda** with addition of (under “other business”): extended day program, outdoor play, gym time, nutrition break. Megan, Amy.

Introductions around the table.

**Approval of May minutes**, with one change. Jen, Teri.

**Election of Members**
Reminder that each and every parent is invited to be a part of council, come when they can, and help as you can.

Chair – Carol Mothersill

Principal – Ron Henry

Secretary – Kim D’Angelo/Teri MacDonald

Event Planning/Fundraising – Kama Hutchence

OCASC Representative – Jen Christopher

Volunteer Coordinator – Stephanie Nasmith

Treasurer – Josh Kemp

Communications – Deirdre Mander

*Motion that the following members be voted to the council executive: Carol Mothersill, Ron Henry, Kim D’Angelo, Teri MacDonald, Kama Hutchence, Jen Christopher, Stephanie Nasmith, Josh Kemp, and Deirdre Mander. Motion by Carol, Second by Megan. All in favor.*

Sub committee members include:

Book fair – Megan Venner

Spirit/Greening – Jen Christopher

Hot Lunch – Renee Poettcker

**Chair report** (Carol Mothersill)
*Events* - typically we have a calender listing events, month by month for planning ahead.

Currently planned events:
*Halloween dance*, Oct 24th

*Movie night*, Nov 28th.
*Book fair* is planned for the week of Nov 21st.
*Meet the teacher* October 8 (council will have a presence at this event, along with several sub-committee members).
*Photos* Oct 9th.

*Entertainment book* (Teri MacDonald)
This years funds will go to outside experiences/field trips, distributing the funds on a per student basis. The fundraiser will launch the 8th of October, with an assembly, and all sorts of prizes to get the students excited. The teachers and students were all in great support of it last year, and we raised over $2000 for our library resources. Different from last year, there will be incentives for top sellers, among other things. Mr Henry is again working on school wide incentives.
*Motion to purchase a $50 chapters gift card for the top returning class, either bringing back the original book or selling books. Carol, Kim. All in favor.*

*PRO grant*
Last year Carol shared with us that she applied for the “parent reaching out” grant in support of a Family Math Night. We have been granted $1000 for this event. The event will showcase our classrooms, bring families into the school, and encompass all grade levels. The teachers will put together math problems for everyone. The event will give us, as parents, tips on how to help our children with math at home! This will be an early evening event, and include a pizza dinner. Date TBD, but will be first term.

*Active transportation*
Through OSTA there has been a bell time and walk zone review. This may affect your bussing. A parent, who also happens to be our public health nurse, is preparing a survey to find out what our interests and needs are as parents. This will help us better plan and prepare for next September. At this point the potentiall of walking school buses, and other similar options are being considered. This survey will be sent out electronically and also be available in paper form at meet the teacher night.

**Principal report** (Ron Henry)
*Construction* has been rather challenging. We have been blessed with a construction worker who happens to be a parent in one of her kindergarten classes having been assigned to us by the general contractor. He is actively working to complete things as fast as possible.
Although several teachers still have items packed up, things are being built and unpacked as quickly as possible. As with any construction job, there are always delays. We are close to being finished!

Two of our untouched kindergarten rooms were recently discovered to have a toilet issue, causing some mold. These two classes were immediately moved to other vacant space, all mold has since been cleaned and everything disinfected. The classes are expected to return to their rooms sometime next week. Despite these issues and delays, teachers, students and parents are pulling together and things are running surprisingly smoothly throughout the school. The end is very near.

There was a *reorganization* and we lost one teacher who was a new hire to the school. All of our grade two classes now sit at 20, the grade three class at about 18. Our grade two classes were originally at 14 or 15 which was too low as far as the board is concerned.

Our *junior kindergarten* classes currently sit at 30 and 31 students. Although Ron fought to get another teacher to lower class sizes, the board is currently allowing classes as large at 34 to exist.

The *good news* is that Anne Marie Hammel has been granted a .5 ESL/ .5 Spec Ed position with the class surplus.

The *BBQ at Food Basics* last year made over $3000. This money has gone into “school generated funds”, which have to be spent by Ron on student "stuff". Ex. Equipment, books...
We had THE most successful BBQ, Food Basics and Schneiders were fabulous!

The new *drop off system* seems to be working very well. The morning has been very smooth, the afternoon a little delayed, but off to a great start.

The beginning of Ron's *budget* carries a $5000 surplus from last year and he is going to ensure this doesn't happen again. 40 more *iPads* were purchased and now each class has three, with a dozen circulating. The entire operating budget will be discussed at next month’s meeting.
The next staff meeting will bring in some additional iPad training for the teachers to encourage better utilization. Board wide we are moving to Google programs for both teachers and students, primary students will be given a Google drive, but not an email address.

The school also has a large number of *desktop computers*. A tech will be coming in to make every desktop computer in the building run smoothly as well.

Our school was selected to showcase our *solar panel installation*. This will be in the media, be high profile, and talk about the successful installation and utilization of said solar panels. A drone will fly over the school sometime shortly to take video and photo, we will receive copies of these.

Last year Ron was able to accommodate every *empty seat* request, which will not be the case this year, as we have busses which are already at full capacity.

**Teacher report** (Natasha Smith)
Natasha Smith was last year’s *representative*.
Miriam Walker, Anne Labonte and Val Cook will all joining us at various times throughout this year.

Thanks to everyone's help, this years’ *Terry Fox* campaign raised $3347.50. The parent turnout was incredible, and the students all did really well both with fundraising and walking.

*Run club* has started for the grade threes. They meet on Tuesday's officially, and Thursday unofficially.
The students are warming up for cross country which will be held at the KRC on October 17th.

*Grade three leadership*: Mme. Taggart and Mme. Smith met with students and discovered where they might be able to help throughout the school. Ie. Milk program, kindergarten classes...

Grade threes will do *Swim to Survive* in October, November and January at the Richcraft Centre.

**OCASC report**
Noone was able to attend last week’s meeting.
However, they are looking for volunteers for the PIC committee.
The next meeting will be October and Jen will attend.

**Treasurers report** (Josh Kemp)
Last year we raised over $25000 and ran a $700 surplus at year end.
Book fair aside ($5000) as it goes directly to the library; we raised about $8000 to put back into the school. We estimate to do about the same this year, if not more, hopefully $10000! Josh encourages people to continue to come out and help us spend and allocate.

*Action item: For October, Josh to prepare a draft budget allocating monies that are already planned to spend so that coucil can prepare a plan to move forward. This will include finalized financials from last year so that we can reassess line items and improve on the existing budget. Teachers and members encouraged to come forward with ideas for fund allocation.*

*Motion to provide $200 for printing of Terry Fox photos to display on the bulletin board at the schools entrance. Teri, Megan. All in favor.*

**Hot Lunch Program**
*Pizza* on Mondays (except if there's a holiday or PA day). Yesterday was the first day: 132 cheese slices, and 99 pepperoni were delivered. This is double the pizza orders we had last year.
*Lunch Lady* is planned for Thursdays.
*Hot dogs* will be the last Friday of every month. 192 regular dogs and 6 veggie dogs have been ordered.
*Mazzola* was not wildly subscribed to last year. Since at this point most parents have made their decision as far as where they are spending their lunch funds. Carol is suggesting we don't go ahead with it at this time, the council is in agreement.

The kitchen was cleaned out and reorganized earlier in the month. Everything has been well cleaned, but unfortunately the fridge needs to go.

Motion by Carol to provide funding to support the purchase of a fridge (without freezer) for the school kitchen. Council and Mr Henry to each put forward 50% of the $728.85 required. Second by Josh, all in favor.

**Communication corner** (Sara Fitzgerald)
Sara has nothing to report at this time.

*Action item; Sara to connect with Deirdre and Carol for a quick briefing on how to run the blog before Octobers meeting.*

**Other business**
*Book fair*
Megan Venner agrees to run book fairs for both schools again this year. We will once again host the fall sale, and Katimavik the spring. She will of course be looking for volunteers to help her run the fair; Nov 17th will be set up, and the sale will run from the 18-21st with tear down happening in the afternoon.

*Fruit basket*
This initiative was brought forward by a parent. A fruit basket would always be available in the office for students who may want/need a healthy treat.
Parents would voluntarily supply fruit on a sign up basis. The parent who has provided the information is willing to organize the initiative. The commitment would be a few bags of apples in whatever week you sign up for.
Options...ask for volunteers, different classes organize different weeks...
 It is decided that although council will not supply the fruit, we do support the idea.

*Action item: first discuss with Susan how it would be best utilized*.

*Extended day program*

Concerned parents voice their concerns:

There is no where to hang jackets and bags, and they are being thrown in piles on the floor. This is unsanitary. Mr Henry to either have new hooks installed of ensure that students are able to use their existing cubbies.

Also, there has been a lack of group led games and activites. Ron hears that there are many differences from the YMCA programs our school is used to, and encourages anyone with concerns to come speak both to the ECEs and then himself.

*Outdoor play equipment*

The recess bins we put money into last year have not been used for the month of September, they were however back out there today.

*Action item: Ron and Natasha to ensure that the boxes are being used.*

*Council to put a call out to parents for items to restock the currently lacking bins.*

*Gym time*

There is an inquiry as to the amount of gym time each class is allotted, as well as how long nutrition breaks are.

Each class is scheduled for 30minutes/day.

*Nutrition breaks*
Each nutrition break is 20 minutes in length.

**Meeting adjourned** at 9:45pm